

Review Committee Tip Sheet

To be read in conjunction with the *Tenure and Promotions Policy, Criteria and Procedures*, section F.3.4.

Expectations of Review Committee Members

Prior to meetings of the Review Committee, all members are expected to:

- Review the criteria and procedures.
- Carefully read each file, paying particular attention to the Adjudicating and File Preparation Committees' reports and the decanal letter of transmission.

Meeting Requirements

- Quorum must be met for all reviews.
 - For Faculty-based reviews, quorum is the Faculty Tenure and Promotions Committee quorum, plus two members of the Senate Committee on Tenure and Promotions who must be present.
 - For reviews by a panel of the Senate Committee on Tenure and Promotions, the quorum is five.
- Only members present at the review meeting – in person or by teleconference - may vote. Members who have provided a reference letter to the file participate in the review and vote on the file.

File Review

- This is not an adjudication. The committee is reviewing the file to ensure it was fairly and properly adjudicated and that procedures were followed. The committee looks for an Adjudicating Committee report that:
 - is full and balanced, giving detailed reasons for the recommendation
 - clearly indicates that the recommendation is based on the application of the criteria to the evidence
 - addresses both positive and negative evidence and conflicts/discrepancies in referees' letters
 - includes detailed results of votes and addresses divergent votes among Committee members
- Does the Adjudicating Committee clearly make the case for its decision?
- Check the File Preparation Committee report, and the sample letters of solicitation.
 - Was the file prepared according to procedures?
 - Are all the required components included?
 - Are the external referees at arm's length?
 - Note: Teaching and service referees are not at arm's length from the candidate.
- Before voting, explore divergent views. It is sometimes helpful to hold a straw vote, where members state which way they are leaning. This can identify areas that need further discussion.

Voting

- Review Committees have three possible votes:
 - Concur: When the procedures have been followed in all material respects, the appropriate criteria fairly applied and the evidence in the file supports the recommendation.
 - Dissent: When the criteria and procedures have been fairly applied, but the evidence in the file does not support the recommendation.
 - Refer back to the Adjudicating Committee.
 - If there are substantive procedural errors
 - If the appropriate criteria haven't been properly or fairly applied
 - If there is substantive new material which might affect the Adjudicating Committee's assessment and recommendation on the file, the file must be returned to the Adjudicating Committee for its reconsideration.

Report

The report of the Review Committee will:

- Record all votes and explain split votes.
- Where there is a split vote, record the recommendation(s) (e.g., if dissenting from a positive vote, is the recommendation to delay or deny).
- Where a file is referred back, state the grounds.
 - Where the vote is unanimously positive, the report need not be detailed; the Adjudicating Committee has provided the detailed report.
 - Where the vote is to dissent, detailed reasons must be given.
 - Where the committee concurs in a negative recommendation, even if concurrence is unanimous, reasons should be given.
 - When the file is referred back the report must be specific in its reasons and in what it expects of the Adjudicating Committee.